



## **Eversley Parish Council**

### **Grants Policy**

**Adopted: 15<sup>th</sup> May 2018**

**Review date: annually at the Annual Meeting of the Council**

Grants are only available to Groups or Organisations (personal applications cannot be considered) and any grant requests must be supported by an Eversley Parish Council Grant Application Form. The request must be from a Group or Organisation that supports or has a direct benefit to the residents of Eversley.

This policy has been adopted to ensure a fair and transparent process for grant awards.

The Parish Council will consider grant applications at Full Council Parish Meetings following applications. A schedule of meetings can be found on our website [www.eversleyparishcouncil.co.uk](http://www.eversleyparishcouncil.co.uk) or by contacting the Clerk on 01252 876 924. Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application.

#### **1. Introduction**

1.1 Eversley Parish Council will set a budget each year for grants to organisations that undertake work or provide services of benefit to the Parish and its residents.

1.2 The Parish Council will not normally make grants to organisations outside of the Parish unless it can be demonstrated that there are direct benefits to the Parish.

1.3 To qualify for a grant, an organisation must first complete a grant application form and submit it to the Parish Clerk.

1.4 Applications should be for one off grants which will not result in recurring expenditure to the Parish Council.

1.4 All requests for grants will be considered and assessed against the criteria outlined in this policy.

1.5 Other factors that the Parish Council will take into account when considering a grant application include:

1. Whether the Parish Council has the power to make this grant (the power will be noted in the minutes)
2. Whether the applicant has applied to other bodies for funding the same project

3. Whether the applicant has demonstrated some degree of fundraising on a 'self-help' basis

## **2. Criteria for eligibility**

- 2.1 Grants will only be made to charitable, voluntary and other non-profit-making organisations.
- 2.2 Commercial companies will not be eligible for grants in any circumstances.
- 2.3 Requests for donations in association with national appeals will in general be rejected, unless a specific connection with the parish can be demonstrated.
- 2.4 Applicants should be able to demonstrate that their work is of benefit to the parish and its residents.
- 2.5 Grants cannot be made to individuals.
- 2.6 Grant requests must be supported by a completed Eversley Parish Council Grant Application Form. Completed application forms and any supporting documentation should be posted to the Clerk at:  
  
Mrs J Routley, Eversley Parish Council, PO Box 1246, Yateley, Hants. GU47 7FR

## **3. General Conditions**

- 3.1 The Parish Council would welcome a representative at the relevant meeting to answer any questions which may arise whilst the grant is being considered.
- 3.2 If successful, the grant is made in a single payment.
- 3.3 After the grant has been awarded, the Parish Council will require confirmation that grants have been spent for the purpose and on the project/activity for which they were given.
- 3.4 The Parish Council may require appropriate recognition for any grant awarded.
- 3.3 Grants will not be made for work already undertaken, or services already delivered.
- 3.6 The Parish Council will not consider more than one request for a grant from an organisation in any one financial year.
- 3.7 The award of a grant in one year will not set a precedent for the Council's response to any further requests for grants in future years.
- 3.8 Details of which organisations have been awarded a grant during the financial year are included in the Finance Report presented at the Annual Parish Assembly.

## **4. Policy Review**

- 4.1 The Parish Council will agree a budget for Grants as part of the general budget-setting process each year.
- 4.2 This Grants Policy will be subject to a formal review by the Parish Council annually at the Annual Meeting of the Council.

If you require any further information, please contact the Clerk on 01252 876 924 or [eversley.clerk@virginmedia.com](mailto:eversley.clerk@virginmedia.com)

## EVERSLEY PARISH COUNCIL

### GRANT APPLICATION FORM

Please read the Parish Council's policy and procedures for awarding grants before completing this form. Please use a continuation sheet where necessary. The Parish Council will not normally make grants to organisations outside of the Parish unless it can be demonstrated that there are direct benefits to the Parish.

Name of organisation making the application:	
Details of the organisation i.e. what does it do?	
Address of organisation:	
Name and job title of contact:	
Telephone number and email of contact:	
Payee for grant cheque:	
Amount of grant requested:	
A short description of what the grant is for:	
Who will benefit from the project?	
Approximately how many of those who will benefit are residents of Eversley?	
If the total cost of the project is more than the grant, how will the rest be financed?	
Have you applied to any other body for a grant for the same project? If yes, please give details?	
Are you a registered charity? If yes, please provide your number:	

Eversley Parish Council also requires an indication of funds held by the organisation. A copy of last year's accounts should accompany this application. Attached: Yes/No

Please also submit any other information which you feel will support this application e.g. Minutes of your last AGM, current constitution. Attached: Yes/No

Signature of responsible person (e.g. chairman, leader, president)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print \_\_\_\_\_ Title \_\_\_\_\_

#### For parish council use only

**Dates:** Application received \_\_\_\_\_ Full Council Meeting \_\_\_\_\_

EPC Grants Policy

**Grant awarded: Yes/No**

**If yes, amount awarded: \_\_\_\_\_ Date paid: \_\_\_\_\_ Cheque no. \_\_\_\_\_**